STANDARD

LETTER

SECNAVINST 5216.5D
DEPARTMENT OF THE NAVY
CORRESPONDENCE MANUAL

- Chapter 2, page 33-covers correspondence formats
- Chapter 2, page 49-sample standard letter

LETTERHEAD

- Starts on the first line of text
- Use the “center” icon
- All capitalization
- No abbreviations (normally)
- First line is always “UNITED STATES MARINE CORPS”

UNITED STATES MARINE CORPS
PERSONNEL ADMINISTRATION & LEGAL SERVICES SCHOOL
MARINE CORPS COMBAT SERVICE SUPPORT SCHOOLS
TRAINING COMMAND
PSC BOX 20041
CAMP LEJEUNE, NORTH CAROLINA 28542-0041

1320
S-1
1 Jun 01

IDENTIFING A MARINE

- RANK (NO ABBREVIATIONS)
- FIRST NAME (SPELLED OUT)
- MIDDLE INITIAL
- LAST NAME (SPELLED OUT)
- SSN/MOS
- USMC (ABBREVIATED)
- ID A MARINE WHEN THE LETTER IS “FROM”, “TO” OR “ABOUT”

REMAINING HEADER INFO

- “From” Line
- “To” Line
- “Via” Line
- “Subj” Line
- “Ref” Line
- “Encl” Line

UNITED STATES MARINE CORPS
PERSONNEL ADMINISTRATION & LEGAL SERVICES SCHOOL
MARINE CORPS COMBAT SERVICE SUPPORT SCHOOLS
PSC BOX 20041
CAMP LEJEUNE, NORTH CAROLINA 28542-0041

1320
S-1
1 Jun 01

From: Commanding Officer, Personnel Administration & Legal Services School, Marine
Corps Combat Service Support Schools
To: Commandant of the Marine Corps (MMEA)
Via: (1) Commanding Officer, Marine Corps Combat Service Support Schools
(2) Commanding General, Marine Corps Base, Camp Lejeune, North
Carolina

Subj: NOMINATION FOR DUTY ASSIGNMENT WITH THE SERGEANT MAJOR OF THE MARINE CORPS

Ref: (a) CMC WASHDC 150200Z May 01
(b) SgtMaj of the Marine Corps memo dtd 15 May 01

Encl: (1) Cert True Copy of BIR/BTR

PARGRAPH FORMAT

- 1ST PAR IS THE 2ND LINE BELOW HEADER INFO
- DOUBLE SPACE BETWEEN PARAGRAPHS
- NUMBER ALL PARAGRAPHS, I.E. 1. 2.
- START AT LEFT MARGIN
- DO NOT USE ABBREVIATIONS
- REF/ENCL HAVE TO BE MENTIONED IN THE TEXT
- YOU MUST HAVE TWO MAIN PAR W/IN THE TEXT
- DO NOT FULLY ID MARINES LISTED AS POC
- SPELL OUT ALL DATES, I.E. 23 AUGUST 2001
- YOU MUST HAVE 2 LINES ON A SIGNATURE PG

YOUR FIRST TWO PARAGRAPHS

WOULD LOOK LIKE THIS:

1. Reference (a) requested nominations for duty with the office of the Sergeant

Major of the Marine Corps. Reference (b) directed enclosures (1) and (2) be

forwarded with the nomination.

2. In accordance with references (a) and (b), request Corporal Henry J. Cole

345 22 8761/0121 USMC be nominated.

PRIMARY SUBPARAGRAPHS

- EXPRESSES SUBORDINATE IDEAS
- HAVE TO HAVE AT LEAST TWO FROM THE MAIN PARAGRAPH
- DOUBLE SPACED FROM MAIN PARAGRAPH
- INDENTED FOUR SPACES
- START ALPHABETICALLY, LOWER CASE, I.E. “a.”
- END WITH A PERIOD

3. The following information is provided:

a. Expiration of active service: 20 September 2002.

b. Date current tour began: 23 January 1999.

4. Corporal Cole has been interviewed and has been found to be an outstanding candidate for this assignment. He is willing to extend or reenlist to meet the minimum obligated service of 36 months.

THE “SIGNATURE” LINE

- WHO IS GOING TO SIGN THIS LETTER?
- “BY DIRECTION” or “ACTING”
- M. L. JOHNSON M. L. JOHNSON
- By direction Acting
- 4 SPACES DOWN FROM THE LAST LINE OF TEXT
- TAB 3.2
- NAME IS ALL CAPS
- BY DIRECTION/ACTING NATURAL CAPS

J. T. BIRD

THE “COPY TO” LINE

- OPTIONAL
- COPY TO SOMEONE NOT LISTED IN THE “TO” OR “VIA” LINES
- TWO LINES BELOW SIGNATURE BLOCK
- LEFT JUSTIFIED
- ONLY THE “C” IS CAPITALIZED
- FOLLOWED BY A “:”
- INFO’EES MAXIMUM USE OF ABBREVIATIONS

Copy to:

SgtMaj, MCB, CamLej

Files

UNITED STATES MARINE CORPS
PERSONNEL ADMINISTRATION SCHOOL
MARINE CORPS COMBAT SERVICE SUPPORT SCHOOLS
PSC BOX 20041
CAMP LEJEUNE, NORTH CAROLINA 28542-0041

1320
S-1
1 Jun 01

From: Commanding Officer, Personnel Administration School, Marine Corps
Combat Service Support Schools
To: Commandant of the Marine Corps (MMEA)
Via: (1) Commanding Officer, Marine Corps Combat Service Support Schools
(2) Commanding General, Marine Corps Base, Camp Lejeune, North Carolina

Subj: NOMINATION FOR DUTY ASSIGNMENT WITH THE SERGEANT MAJOR OF THE MARINE CORPS

Ref: (a) CMC WASHDC 150200Z May 01
(b) SgtMaj of the Marine Corps memo dtd 15 May 01

Encl: (1) Cert True Copy of BIR/BTR
(2) Cert True Copy of Pg 11

1. Reference (a) requested nominations for duty with the office of the Sergeant Major of the Marine Corps. Reference (b) directed enclosures (1) and (2) be forwarded with the nomination.

2. In accordance with references (a) and (b), request Corporal Henry J. Cole 000 00 6611/0121 USMC be nominated.

3. The following information is provided:

a. End of active service: 25 September 2002.

b. Date current tour began: 23 January 1997.

4. Corporal Cole has been interviewed and has been found to be an outstanding candidate for this assignment. He is willing to extend or reenlist to meet the minimum obligated service of 36 months.

J. T. BIRD

Copy to:

SECOND AND LATER PAGES

- NEW PAGE
- REPEAT THE SUBJECT LINE ON THE 6TH LINE DOWN (LEFT MARGIN)
- NUMBER STARTING WITH “2”
- CENTERED AT TAB 3.2
- THE FIRST PAGE IS NEVER NUMBERED
- HAVE TO HAVE AT LEAST TWO LINES OF TEXT FOR A NEW PAGE

Subj: NOMINATION FOR DUTY ASSIGNMENT WITH THE SERGEANT

MAJOR OF THE MARINE CORPS